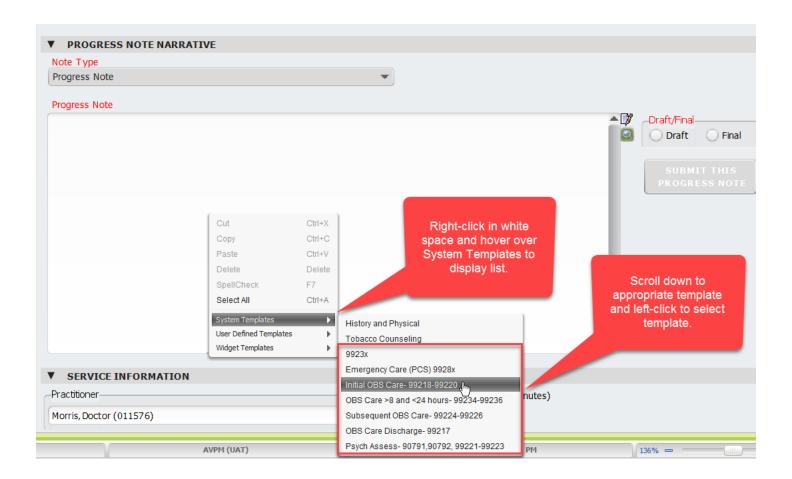**System Templates** - use the guidelines below for accessing system templates to document care in the Individual Progress Note and Crisis Progress Note.

System templates are available to use within the narrative portion of the Individual Progress Note and Crisis Progress Note forms. To access the templates, right-click in the scrolling free-text field in either note and hover your mouse over **System Templates** to display a list of the new templates. To select the appropriate template, scroll down the list and left-click to select the appropriate template.
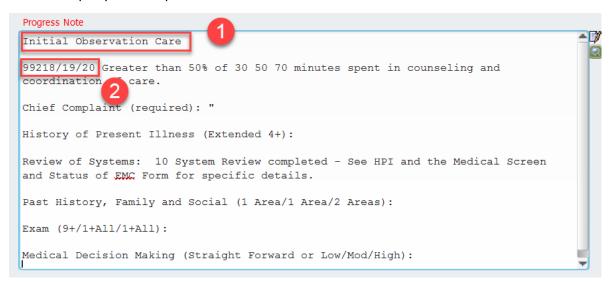
The template opens in the scrolling-text box field. Each template has:

1. Title of the template.
2. Range of billing codes (when applicable) for the template.

Sample System Template

Progress Note

Initial Observation Care

99218/19/20 Greater than 50% of 30 50 70 minutes spent in counseling and coordination of care.

Chief Complaint (required): "

History of Present Illness (Extended 4+):

Review of Systems: 10 System Review completed – See HPI and the Medical Screen and Status of EMC Form for specific details.

Past History, Family and Social (1 Area/1 Area/2 Areas):

Exam (9+/1+All/1+All):

Medical Decision Making (Straight Forward or Low/Mod/High):

Scroll through the entire template inserting information as needed (all required fields need to be completed for accurate billing documentation) and deleting information as appropriate.